

U.S. DEPARTMENT OF STATE
U.S. EMBASSY Cairo
Notice of Funding Opportunity

Funding Opportunity Title: Notice of Funding Opportunity for Alumni Programming
Funding Opportunity Number: PAS-EGY-FY22-02
Deadline for Applications: July 15, 2022
CFDA Number: 19.040 – Public Diplomacy Programs
Total Amount Available: \$300,000
Maximum for Each Award: \$300,000
Minimum for Each Award: \$200,000

A. PROGRAM DESCRIPTION

The U.S. Embassy Cairo Public Affairs Section (PAS) of the U.S. Department of State announces an open competition for U.S. Government (USG) funded exchange alumni programming. The proposals must support alumni networking, professional development, community projects, and/or teambuilding.

Please carefully follow all instructions below.

Program Objectives:

The U.S. Embassy Cairo Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available to support programs and projects that aim to strengthen the development of the U.S. Embassy Cairo alumni community. The objectives of these programs and projects are to amplify the benefits to Egyptians from U.S. Government exchange programs and conduct strategic engagement to help alumni build on their exchange experiences, network with fellow alumni (either online or in-person) to expand their professional networks, and access alumni-only activities, competitions, and funding opportunities.

Proposals should provide details of the estimated number of participants, activities, program phases, timelines, and budget estimates for each phase. Proposals may include more than one element, special consideration will be given to proposals that address all three.

- 1) **Alumni Unite:** This program includes the design, recruitment, and implementation of two or three, multi-day, thematic retreat for approximately 50-75 alumni in each retreat (150 total). The sessions will be an opportunity to engage, network, and enhance the professional development of alumni. Alumni Unite helps alumni expand their personal and professional networks and skills, aid their local communities, and be more successful in their professional careers. *(Note: Proposals for this program are anticipated to average between \$100,000-\$125,000.)*
- 2) **Give it Back:** This program entails managing a mini-grants competition to support smaller, alumni-designed and implemented projects that target specific needs and affect positive change in their communities. This program allows alumni to leverage their specialized skills and talents to benefit their communities.

The grantee will manage subgrants of between \$5000-\$20,000 for alumni of USG exchange programs and for members of the Ambassador's Youth Council. Generally, larger grants will be reserved for individuals with experience in managing grants and community programs.

For the Give It Back activities, Alumni teams (of a minimum of three USG exchange alumni or members of the Ambassador's Youth Council) identify a need in their communities, bring people together to meet that need, and create lasting social change. Grants should focus on one or more of the following areas:

- Environmental awareness and climate action
- Economic empowerment, especially for women
- Inclusion of disadvantaged and marginalized groups
- Capacity building for NGOs, civil society organizations or USG alumni
- Countering disinformation
- Engaging youth through the arts

Special consideration for Give It Back subgrant funding will be given to entities and teams that coordinate with members of the Embassy's Ambassador's Youth Council. There will be two cycles of grants annually to fund approximately five to ten small grants (approximately \$5,000 to \$10,000) and one or two larger grants (\$10,500-\$20,000) in each cycle. *(Note: Proposals for this program are anticipated to be between \$100,000-\$150,000.)*

- 3) **Alumni Development:** This program entails sponsoring 3-4 alumni development programs per year. These programs may include workshops, training sessions, to build the mentorship, teamwork, communication and other career skills of the alumni community. Programs may also include initiatives to develop alumni chapters and programming outside of the Cairo region. Programs may include day-long capacity building sessions, online workshops, multi-day retreats, or a combination of all of these. Programs should be held in various governorates in Egypt on topics that would benefit alumni in their professional capacities. *(Note: Grants for this program are anticipated to be between \$100,000-\$125,000.)*

Participants and Audiences:

Proposals should be targeted towards alumni of USG exchange programs. Alumni are people who participated in U.S. Department of State-funded exchange programs or a program supported by the U.S. Embassy in Egypt, including the Ambassador's Youth Council. The exchange program alumni network managed by U.S. Embassy Cairo consists of thousands of Egyptians and it is extremely diverse. Alumni range from high school students to senior-level professionals

and decision makers. Alumni represent all governorates in Egypt and have experience in various fields. All of the alumni have travelled to the United States, or participated virtually in one of the more than 40 exchange programs sponsored by U.S. Embassy Cairo. Strong proposals will adhere to at least one of the categories highlighted above and will factor in the international experiences, diversity, and needs of the target audience.

Authorizing legislation, type and year of funding:

Funding authority rests in the Smith-Mundt Act. The source of funding is FY2022 Public Diplomacy Funding.

B. FEDERAL AWARD INFORMATION

Length of performance period: August 1, 2022 to March 31, 2024

Number of awards anticipated: Because the amounts requested for each project may vary and funding is subject to confirmation of availability, it is not possible to predict how many awards will be made.

Award amounts: Awards may range from a minimum of \$200,000 to a maximum of \$300,000

Total available funding: \$300,000

Type of Funding: FY22 Smith Mundt Public Diplomacy Funds

Anticipated program start date: August 1, 2022 to December 31, 2022.

This notice is subject to availability of funding.

Funding Instrument Type: Grant or Cooperative Agreement. Cooperative agreements are different from grants in that PAS staff are more actively involved in the grant implementation.

Program Performance Period: Proposed programs should generally be completed in 12-18 months. PAS will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State and the U.S. Embassy in Cairo.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages applications from:

- Registered Egyptian not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience;
- Egyptian public and private educational institutions;
- American organizations with a presence (e.g. country or branch office) in Egypt.

For-profit and commercial entities are not eligible to apply.

The following types of programs are **not eligible for funding**:

- Programs relating to partisan political activity;
- Projects for business development (e.g. pursuing strategic opportunities to acquire new business, furthering revenue or growth goals, or cultivating partnerships or commercial relationships);
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of an organization; or
- Projects seeking funds for personal use.

2. Cost Sharing or Matching

Inclusion of cost share is not required for this opportunity but encouraged. Proposals that demonstrate some form of cost share will be viewed more favorably than those that do not and will be favored to break ties among applications with equivalent scores after evaluation against all other factors.

3. Other Eligibility Requirements

Applicants may not submit more than one application per cycle. However applications may address more than one of the elements listed above.

D. APPLICATION AND SUBMISSION INFORMATION

1) The following forms are required:

For Organizations:

- SF-424 (Application for Federal Assistance – Organizations)
- SF424A (Budget Information for Non-Construction Programs)
- SF424B (Assurances for Non-Construction Programs) (only necessary if applicant is not yet registered in SAM.gov)

2) The following documents are requested:

- Alumni Grant Application Form
- Vendor EFT Form
- Budget Justification Narrative

After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

3) Attachments:

- 1-page CV or resume of key personnel who are proposed for the program;
- Letters of support from program partners describing the roles and responsibilities of each partner;
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA costs in the budget, your latest NICRA should be included as a PDF file.

Required Registrations:

Any applicant listed on the **Excluded Parties List System (EPLS)** in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

Unique Entity Identifier and System for Award Management (SAM.gov)

To apply for funding, organizations, whether based in or outside the U.S., must have a Unique Entity Identifier (UEI) number and an active account with the System for Award Management (SAM). These registrations may be obtained free of charge. Applicants who do not meet all registration requirements are NOT eligible for funding under the opportunity.

Entities can register in SAM.gov and will be assigned their Unique Entity ID (SAM) within SAM.gov. Entities will no longer obtain or use a UEI (DUNS) for entity registration or reporting.

SAM is a U.S. government wide registry of vendors doing business with the Federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information.

Each applicant must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, an applicant must renew it at least once each year.

To create a new account, please follow the steps below:

- Go to <http://www.sam.gov>.

- Log in to complete authentication and create an account. On the “My SAM” page, select *Entity Registrations* from the sub-navigation menu and select *Register New Entity*.
 - o To create an account, organizations must have a UEI number and a CAGE number (US Domestic Organizations) or a NCAGE number (Foreign Organizations).
 - o NCAGE application page: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
 - o Instructions for the NCAGE application process:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>
 - o For help from within the U.S., call 1-888-227-2423. For help from outside the U.S., call 1-269-961-7766. Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.
- Complete and submit the online form.
 - o If the applying organization already has the necessary information on hand (see the SAM Quick Start Guide for Grant Registration:
https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf).

The online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it might take anywhere from **12 - 15 business days** to complete the process of creating an account with the system.

For help with SAM.gov, please visit their support page at <https://www.fsd.gov> or contact them at: 866-606-8220 (U.S.) or +1-334-206-7828 (international).

4. **Submission Date and Times**

Application packages are due no later than close of business **July 15, 2022**.

Submission of proposals for funding is free of charge and proposals should be submitted directly by e-mail to egyptalumni@state.gov. All funding decisions are subject to change, based on availability of funds.

*(Note: If you encounter an organization, individual, or web site **soliciting a fee or charging money to write or receive proposals** on behalf of the U.S. Embassy in Cairo, or **to register or renew SAM numbers**, they are likely fraudulent. We do not work with consultants, and official U.S. government emails always end in .gov. Please send any inquiries to egyptalumni@state.gov.)*

Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

E. APPLICATION REVIEW INFORMATION

1) Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below:

- a. **Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Cairo's priority areas or target audiences. Applicant has clearly explained how stated goals are related to and support the U.S. Embassy Cairo's goals, priority program areas and target audiences as described in Section A.
- b. **Organizational capacity and record on previous grants:** The organization has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account.
- c. **Quality and Feasibility of the Program Idea:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.
- d. **Goals and objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
- e. **Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
- f. **Monitoring and evaluation plan:** Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.
- g. **Media outreach plan:** Applicant describes a clear plan for how the program will be shared with secondary audiences through traditional and/or social media. Applicant describes clearly how the partnership with the U.S. government will be made visible to the participants and to secondary audiences. Branding waivers will only be granted on a rare basis and with a strong justification of why one is needed in order for the project to be successful.
- h. **Sustainability:** Program activities will continue to have positive impact after the end of the program.

2) Review and Selection Process:

A review committee will evaluate all eligible applications. All applicants will be notified regarding the funding decisions made by the review committee.

Federal Awards Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: All payments will be transferred via electronic funds transfer according to the respective grant timelines and program activities. Payment schedules will be determined by the Grants Officer and specified in the award document, according to the program's milestones and as needed to carry out the project activities. All organizations and individuals must be able to receive electronic funds from the U.S. Embassy in Cairo.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: egyptalumni@state.gov

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel. Travel to the United States is not allowed.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.